

VENDOR APPLICATION

Patriotic Evening – July 3, 2015
Inverness Downtown Parks
Wallace Brooks Park 328 E. Dampier Street
Liberty Park 286 N. Apopka Ave., Inverness



Return complete apps:
City of Inverness
Event & Visitor Bureau
212 W. Main Street
Inverness, FL 34450
Questions?
Events@inverness-FL.gov
352-726-2611 x 1306 or 1304

Contact Information

Organization Name _____

Organization Head Name _____

Contact Name _____

Contact Title _____

On-site Name _____

On-site cell # _____

Mailing Address _____

City _____ State _____ Zip _____

Email _____

Phone _____

Circle Business Type: Sole Proprietor Partnership Corporations S Corporations Limited Liability

State of Florida EIN or Document # _____ If not Florida, what state registered? _____

Are you a food, beverage or entertainment vendor? If yes, DBPR license # _____

Are you an Inverness-based business? _____ If yes, license # _____

Are you nonprofit? _____ If yes, attach copy of IRS Determination Letter or State Tax Exempt Letter

Note: Commercial vendors planning to donate to a Citrus County organization, please attach the letter of commitment including the % of the donated profits.

Are you insured? _____ Is the City named as additional insured? _____ Please attach copy of liability insurance

List the number of booths you are requesting below:

Booth Prices: \$100 Major Food (12 x 12 area) _____ \$100 Major Entertainment (12 x 12 area) _____
 \$50 Minor Food (12 x 12 area) _____ \$50 Minor Entertainment (12 x 12 area) _____
 \$25 Information Booth (nothing sold at all; purely informational)

Describe your booth. Items sold and/or information offered _____

Do you need electricity _____ Total amps requested _____ How many outlets _____

Note: Electricity is \$10 per duplex outlet and the City will allow only Honda Silent generators at its events.

Total booth and electricity fees _____

I hereby make application for booth space for the City of Inverness' Special Events. In signing this application, I agree to abide by all the rules and regulations previously set forth. I assume all risks associated with this event and hold harmless the City of Inverness, and their employees, agents, and volunteers. Having read this waiver and knowing these facts and in consideration of your acceptance of my entry, I, for myself and anyone entitled to act on my behalf, waive and release all sponsors, their representatives, and successors, and any individual group associated with this event from all claims and liabilities of any kind arising out of my participation in this event, even though that liability may arise out of negligence or carelessness on the part of the persons named in this waiver. I grant permission to all the foregoing to use any photographs, motion pictures, recordings, verbal or written agreements, or any other record of this event for any legitimate purpose including publicity.

Signature _____

Date _____

Initial _____

I have read the terms and understand the vendor information sheet

CITY STAFF USE

DATE RECD _____ STAFF INITIALS _____ FORM COMPLETE _____ ATTACHMENTS COMPLETE _____

SCAN AND SAVED DATE _____ STAFF INITIALS _____ DATE APPROVED _____ SUP APPROVAL INITIALS _____

TOTAL DUE _____ TOTAL PAID _____ FINANCE REF # _____

VENDOR INFO & RESPONSIBILITIES



City of Inverness, Event & Visitors Bureau, 212 W. Main Street, Inverness
Questions? events@inverness-fl.gov or call 352-726-2611 x 1306, 1302 or 1304

Please carefully read the following rules and regulations necessary for vendors to participate in this activity. Complete the enclosed application, and return it to the City of Inverness Event & Visitors Bureau to start the application process. Thank you for your cooperation and we look forward to an enjoyable night of fire works and fun.

Space Information

- Each space is 12' x 12' total. Vendors must stay within these boundaries unless they have paid for additional booth space in advance.
- Payment and application do not guarantee participation or placement in the event. The City of Inverness retains the right to reject any vendor application. Space assignments are made based on the best interest of the special event. This application neither implies nor grants any preferential consideration or location.
- Electricity will not be provided unless noted on your application and fees paid. No generators accepted unless approved by the City staff. You will need to supply any extension cords to the power outlet.
- All vendors must use tents in good condition. All tents must be self-supporting. We do not permit tents to be staked. You must provide your own tables, chairs and lighting and weights.
- No alcohol, cigarettes, cigars or e-cigarettes in the vendor space at any time.
- No pets in the park or in vendor space at any time.
- Vendors must supply all supplies needed to operate booth, i.e., napkins, plates, and cups.
- Vendors are responsible for placing trash in dumpsters and keeping their space neat and sanitary within a 20-foot radius. No disposal of liquid waste from fryers or other food bi-products.

Setup and Breakdown

- Vendor access to setup is limited to the day of from 8:30 a.m. to 2 p.m., and these times are firm. We will not permit setup earlier than 8:30 a.m. or after 2 p.m.
- Vehicles are not part of a vendor space. Vehicles must enter the park only as directed to drop off tent and supplies, and immediately relocate the vehicle to park in the designated parking lot. No vehicle will be permitted on park grounds after 2 p.m. or during the event.
- You may not breakdown your booth or tent until event completion, which follows the fireworks display (approx. 10 p.m. or later.) You will be advised as to when tear down can begin.

Continued

Responsibility

- A vendor must complete the application, submitted with nonprofit forms and payment of fees for consideration no later than **June 19, 2015**.
- Vendors will be responsible to fully comply with the Florida State Sales Tax Regulations in effect during the period of July 3, 2015.
- Customer service, cleanliness, and courtesy must be practiced and observed at all times.
- Vendors will be responsible to meet guidelines for temporary food service, as set forth by the Department of Business and Professional Regulations (DBPR).
- Once an application is accepted, there are no refunds for cancellations, for any reason. There are no refunds for inclement weather.
- Vendors are responsible for all accidents or worker injury at their space.
- Food vendors waive all claims for compensation for all loss or damages sustained. Vendor releases and discharges the City of Inverness, its agents, officers and employees, from any and all demands, claims, actions and causes of actions.
- Vendor shall agree to conduct its activities upon the premises so as not to endanger any person thereon and to indemnify and hold harmless the City of Inverness, its agents, officers and employees against any and all claims, demands and causes of action, including claims for personal injury and/or death, damages, costs, liabilities, in law or in equity, or every kind and nature whatsoever.
- Keep this form for your records.

Important Dates and Event Location

Application available on May, 29, 2015

Application Due: June 19, 2015

Acceptance email or call: June 26, 2015.

Patriotic Evening – July 3, 2015 festivities start at 6 p.m. and end at 10 p.m.

(Time estimate—no breakdown until event is over)

Held at two adjoining parks: Wallace Brooks Park 328 E. Dampier Street and Liberty Park 286 N. Apopka Ave., Inverness

Tip: Follow us on Facebook.com/Sunny.Cooter or InvernessFL for updates.

<i>Signature</i>	<i>Date</i>
<i>Initial</i>	<i>I have read and understand the terms outlined the vendor information sheet, and will comply</i>